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November 19, 1958

25X1A

TO: The Ramo-Wooldridge Corporation
ATTN:
SUBJECT: Monthly Work Order Status Report

Dear Dean,

Request you furnish the Project Supply Depot a Monthly Work Order Status Report for all items on work Order. This Report should include, but is not necessarily limited to, estimated re-turn date to depot, reason for any unusual delays and action taken to expedite deliveries.

This request is predicated by the fact that in many instances turn-around time for repair cycles has been excessive. Because of this excessive turn-around time certain items are now in critical supply.

Please submit your initial report at the earliest practicable date and if possible submit future reports on or before the 10th of each month.

Attached hereto is a suggested format for subject report.

If an item on work order is determined to be beyond economical repair it is requested that the Depot be so advised as soon as possible.

Best regards,

25X1A

LEE/hw
enclosure

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NO CHANGE IN CLASS. ☐
☐ DECLASSIFIED
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